TechBuy 10.3 Upgrade Release Notes

Release Date: Sunday, November 7, 2010

NOTE: TechBuy will be unavailable Friday, November 5th from 10 pm until Sunday, November 7th around noon.

1. **Shopping Cart Enhancements**
   - **A New Simple Cart Option**: SciQuest has designed a new cart for a more user-friendly and intuitive shopping experience. Using the new cart is optional and is turned off by default. Details follow in the section below.
   - **An Improved Checkout**: Checkout has been improved to walk users through a more streamlined process. The checkout changes are not optional and will be visible to all end users with 10.3. Details follow in the section below.

**Simple Shopping Cart:**

Designed to give users an experience more similar to online shopping by separating the cart from the checkout process. The Simple Cart provides a simplified list of items in the cart and guides users to begin the checkout or assign cart process.

This will show a new layout of the cart:
Under more actions, you have the same drop down features you had in the old format.

The add non-catalog item has relocated and is available on the line and header level.

HINT! If you add an non-catalog item in the header, you have to select a vendor. If you add on the line item, the vendor is populated.

Click update after making changes.
Click continue shopping to add more products/vendors.

If you click on the line item, you have options under "perform an action"
The next slide shows an open cart. The appearance will be a little more familiar than the original cart, but it provides a better, step by step process for reviewing the requisition. You can bypass all of the review steps by click on “Final Review.” This is not recommended.

Example of the shipping tab:
Example of Line and Header FOAP tab. Accounting splits must still be done on the line level:

The submit req or assign cart button look different:

Requisition, PR Approval, PO Preview, Comments, Attachments, and History tabs:
2. **Increased Font Size Throughout the Application**
   A new font size selector is available in the main menu bar for users to quickly increase or decrease the font size of the application. With this feature, we are also increasing the default font size of the application for all users. Users can select from three font sizes for a personal setting that the application will remember for subsequent logins.

3. **Improved Error Handling**
   This release includes improved error handling through the entire application. The message display is more intuitive to the end user. The warnings, errors, and informational messages are accompanied by an icon to indicate the type of message provided.

   **Key points of Feature:**
   - Errors will display with a yellow box highlighting the required field and an 🛑 icon. Errors will be displayed in the top message dialog box for both the Simple and Advanced Carts as well as during the checkout process.
   - Warning messages will be identified by an 🚸 icon. Warning messages will display in the top message dialog box for both the Simple and Advanced Carts as well as during the checkout process. At the field level, the field will be indicated by the icon and a black box border with no highlight color.
   - Informational messages will display with an 📄 icon next to the field containing information that may be of importance to the user.

4. **Approval Rejections**
   Approvers now have the ability to reject all lines of a requisition in one single action rather than line by line. This feature provides approvers a streamlined process for rejecting requisitions and storing the reason for the rejection in the document history.

   **Key points of Feature:**
   - A Reject Requisition option is now an option in the Available Actions dropdown for Approvers. Approvals tab > requisition tab > Select a requisition from the list > Available Actions > Reject Requisition.
   - Selecting Reject Requisition will launch a pop-up asking the user to add a comment to the requisition regarding the reason for the rejection. The note will be added to the document history.
5. **Supplier Display in Requisition Search Results**
When viewing Requisition search results, the supplier will now be displayed, even if there are multiple suppliers on a single requisition. This list will also be available when viewing requisition approvals. **THIS WILL ONLY APPLY IF YOU HAVE A REQUISITION WITH MORE THAN ONE VENDOR ON IT.**

The first three suppliers on the requisition will be visible in the new Supplier column. If there are more than three suppliers on the requisition, then a “more...” link will appear and upon clicking this link a small overlay containing all suppliers on the requisition will be listed.

6. **Preview Requisition and Purchase Order in Search Results and Approvals**

![Preview Requisition and Purchase Order in Search Results and Approvals](image)
7. **Copy Personal Favorites from One User to Another**

There are times when an administrator needs the ability to copy the personal favorites from one user to another in the system. In this release, administrators can now copy all personal favorites from one user to a sub-folder in another user’s personal favorites. Please email techbuy.purchasing@ttu.edu if you need to copy your favorites to another user.

8. **MBU Functionality**

There is now more functionality for Multi-Business Unit. Every user is either assigned a HSC MBU or a TTU MBU. This will allow for greater administrative capability (allows us to have a different logo than HSC). It also allows reporting separation (we can report by each MBU now).

Please email techbuy.purchasing@ttu.edu if you have any questions.